

Tips for Using the Interactive PDF Bingo/Raffle Application

The use of the most current version of Adobe Acrobat Reader, Acrobat Reader 5.0, is best suited for filling out this form. Use of Acrobat Reader 3.0 or Acrobat Reader 4.0 may alter the appearance of the text. Please check to make sure that you are using the latest version. Acrobat Reader 5.0 is available for free download from the Adobe web site. Please note the following tips for the most effective use of the interactive format of the Bingo/Raffle Application:

The "**Tab**" key is the most effective way to navigate the form.

Radio Buttons - There are several instances where you will be asked to select one of a type or to answer either "yes" or "no" to a question. These have been formatted as radio buttons. Your answer may be selected by clicking on the appropriate box or by tabbing to the appropriate box and pressing "Enter". The form will permit you to choose only one of these selections. If you make a selection in error, you may deselect a choice by simply selecting another option.

"State:" - Enter the two-digit state abbreviation - i.e. "VA".

"Zip:" - Enter the five-digit zip code only. Form will only accept five digit entries.

Any telephone no. - Enter the numbers of the ten-digit phone number only. Form will not accept data with parentheses or dashes. Form will automatically format numbers, placing the area code in the parentheses. If this does not occur once you have tabbed away, check to make sure that you do not have an older version of the reader.

Example of the correct format: 1234567890

Examples of incorrect format: (123) 456-7890, 123-456-7890

Time - The form will only accept the "x:xx xm" format for the times of the games.

Examples of the correct format: 12:00 pm, 8:30 pm, 9:00 am.

Examples of incorrect format: noon, eight o'clock, 8 pm.

Social Security no. - Form will accept the nine-digit number either with or without the dashes.

Date of Birth - Form will automatically convert into mm/dd/yy format. If this does not occur once you have tabbed away, check to make sure that you do not have an older version of the reader.

Use the "**Reset**" button to clear form to start over.

As you are unable to save data in a PDF form, you must print the completed portions of the form before closing the document. You may prefer to fill out and print pages individually to fill out initially and/or to correct errors later. For example, you discover an error on page five after having closed the document. You could go to page five of the document, fill it out completely, and then selectively print only the completed page five.

All pages must be filled out and the completed document must be notarized prior to submission.